

CONSULAR REPORTS OF BIRTH, DEATH, AND MARRIAGE ON FILE WITH THE DEPARTMENT OF STATE

Definitions

Consular Report of Birth Abroad

A document issued by an American embassy or consulate reflecting the facts of a birth abroad of a child acquiring U.S. citizenship at birth through one or both parents. This record, also known as an FS-240, along with the Certification of Birth, DS-1350, are acceptable as proof of birth and U.S. citizenship for all legal purposes.

Report of the Death of an American Citizen

A document issued by an American embassy or consulate reflecting the facts of a death abroad of an American citizen. The document is based upon the local death certificate.

Certificate of Witness to Marriage

A document issued by an American embassy or consulate reflecting the facts of a marriage abroad in which at least one party is an American Citizen. A consular officer must have attended the ceremony. This accommodation was discontinued in 1987.

How to Apply for a Certified Copy of One of These Reports

Submit a signed, written request including all pertinent facts of the occasion along with requester's return address and telephone number. Only the subject, parent, or legal guardian may request a birth record. If the request is for an FS-240, the original FS-240 or a notarized affidavit attesting to its disposition must be included with the request. If a birth record is to be amended or corrected, appropriate certified documents supporting the request must be included.

Where to Write

U.S. Department of State
Passport Correspondence Office
1111 Nineteenth St., NW, Suite 510
Washington, D.C. 20524

Cost

\$40.00 for one copy FS-240.

\$20.00 for first copy and \$10.00 for each additional copy for DS-1350, Report of Death, Certificate of Witness to Marriage and Certificate of No Record.

Turnaround Time

Unlike passport agencies which receive all of the documentation needed from the applicant, most consular vital records must be retrieved from off site repositories, including the National Archives. Since the time required to retrieve these records varies significantly based upon the type of record and date of occurrence, it is impossible to give a definite turnaround time. However, most cases can be completed between four and eight weeks.

Expedite Service

Overnight delivery can save about ten days processing time, but there is no way to reduce the retrieval time.

Overnight return via Federal Express is available for an additional \$10.00 or the requester may provide a prepaid airbill for the carrier of choice.

Additional Information

The Passport Correspondence Office can be reached at (202) 955-0307. A clerk or caseworker will be pleased to assist you.

MAIL THIS FORM TO:

PASSPORT CORRESPONDENCE BRANCH, 1111 19TH ST NW, SUITE 510, WASHINGTON DC 20524.

CONSULAR VITAL RECORD SEARCH REQUEST FORM

DATE: _____ PURPOSE OF REQUEST: _____

NARME AT (CIRCLE ONE)

BIRTH/DEATH/MARRIAGE: _____

NAME AFTER ADOPTION (IF APPLICABLE): _____

DATE OF (CIRCLE ONE) COUNTRY OF (CIRCLE ONE)

BIRTH/DEATH/MARRIAGE: _____ BIRTH/DEATH/MARRIAGE: _____

FATHER'S NAME: _____

DATE & PLACE (STATE COUNTRY) OF

BIRTH: _____

MOTHER'S NAME: _____

DATE & PLACE (STATE COUNTRY) OF BIRTH: _____

**IF YOU POSSESS A REPORT OF BIRTH/DEATH OR CERTIFICATE OF WITNESS TO MARRIAGE,
PLEASE ENCLOSE A COPY TO AID IN OUR FILE SEARCH.**

PASSPORT - FIRST ENTRY INTO THE UNITED STATES

NAME OF

BEARER: _____

DATE OF ISSUANCE: _____ PASSPORT NUMBER: _____

DATE OF INCLUSION (IF PASSPORT WAS NOT ISSUED TO THE SUBJECT): _____

CURRENT PASSPORT INFORMATION

NAME OF BEARER: _____

DATE OF ISSUANCE: _____ PASSPORT NUMBER: _____

SIGNATURE: _____

(SUBJECT, PARENT OR GUARDIAN)

ADDRESS: _____ **TELEPHONE**

(DAYTIME): _____

NOTICE: If you are requesting an amendment or correction to a Consular Report of Birth Abroad, please include certified copies of all documents appropriate for effecting change (i.e. foreign birth certificate, marriage certificate, court ordered adoption, birth certificates of adopting or legitimating parents, etc.) The original replacement **FS240**, or a notarized affidavit concerning its whereabouts also must be included.

PLEASE INDICATE THE NUMBER OF DOCUMENTS DESIRED

REPORT OF BIRTH (FS-240) (\$40.00 ONLY ONE COPY AVAILABLE)

(**Note:** Request for an FS240 must include the original Fs240 or a notarized affidavit attesting to its disposition.)

For the following documents **\$20.00** for first copy; **\$10.00** for each additional copy:

CERTIFICATION OF BIRTH (DS-1350) _____ (MULTIPLE COPIES AVAILABLE)

REPORT OF DEATH _____ (MULTIPLE COPIES AVAILABLE)

CERTIFICATE OF WITNESS TO MARRIAGE _____ (MULTIPLE COPIES AVAILABLE)

CERTIFICATE OF NO RECORD _____ (MULTIPLE COPIES AVAILABLE)

Check or Money Order must be signed, dated, and made payable to **Department of State**. Remittance must be payable in U.S. dollars through a U.S. bank. **PLEASE DO NOT SEND CASH**

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